Title: Fitness Center Supervisor

I. Job Summary
Responsibilities are to maintain the safety and wellbeing of the Fitness Center, including member questions and concerns, machine and equipment upkeep, proper machine instruction, and assistance with any fitness programming which utilizes the Fitness Center.

II. Job Relationship
A. Responsible to: Director of Recreational Services
B. Supervised by: Assistant Director of Recreational Services – Aquatics and Student Development
C. In the absence of full time staff, is under the supervision of the Facility Manager.

III. Responsibilities
A. Provides instructions on proper exercise equipment use and techniques.
B. Create a positive and approachable environment to members.
C. Addresses patron concerns and questions involving the Fitness Center or programs taking place within the Fitness Center.
D. Available to administer various types of spotting techniques.
E. Inspect equipment and report any unsafe conditions or maintenance needs.
F. Enforce Fitness Center policies.
G. Communicate and relay information, concerns, feedback, etc. to the Assistant Director of Recreational Services-Aquatics and Student Development or to the Director of Recreational Services.
H. Provide or coordinate First Aid, CPR, and AED procedures in emergency situations.

IV. Position Qualifications
A. Standard First Aid, CPR, and AED certification.

V. General:
A. Attend mandatory staff meetings and staff trainings